

THE RURAL MUNICIPALITY OF ST. CLEMENTS

POLICY MANUAL

Title	Asphalt Road Conversion Policy		
Section	Public Works Operation	Index	524
Date	September 24, 2024	Authority	2024-487

- 1. Supersedes.** Any and all previous policies and/or procedures related to Asphalt Road Conversion.
- 2. Purpose.** The purpose of this policy is to establish criteria and procedures for the conversion of gravel roads to asphalt roads within the Rural Municipality (RM) of St. Clements. It aims to ensure fair, consistent, and fiscally responsible decision-making in road improvement projects.

3. Definitions.

Administration	shall mean a person responsible for the performance or management of administrative business operations.
CAO	shall mean Chief Administrative Officer
Council	shall mean the duly elected Council of the Rural Municipality of St. Clements
Manager of Public Works	shall mean an individual appointed in that position
Designate	shall mean any person appointed to a specified position
Gravel Road	A road surfaced with gravel or other loose material.
Asphalt Road	A road surfaced with asphalt material.
AADT	Annual Average Daily Traffic, the total volume of vehicle traffic on a road for a year divided by 365 days.
RM or Municipality	shall mean the Rural Municipality of St. Clements

4. Policy

The following criteria will be used to evaluate gravel roads for potential conversion to asphalt:

A. Traffic Volume

- i. Primary consideration: Roads with an AADT of 400 or more vehicles per day.
- ii. Secondary consideration: Roads with an AADT between 300-399 vehicles per day.

B. Connectivity

- i. Roads that connect to major highways or serve as primary routes between communities.
- ii. Roads that provide access to significant public facilities (e.g., schools, hospitals, government buildings).

C. Economic Impact

- i. Roads that serve industrial or commercial areas with high economic importance to the municipality.
- ii. Roads that support tourism or recreational activities vital to the local economy.

D. Safety Considerations

- i. Roads with a history of accidents or safety concerns related to their gravel surface.
- ii. Roads where dust control is a significant safety issue.

E. Maintenance Costs

- i. Roads where the long-term maintenance costs of existing gravel road is projected to be higher than the average gravel maintenance.

F. Environmental Factors

- i. Roads where asphalt would significantly reduce environmental impacts (e.g., dust, erosion).

G. Development Plans

- i. Roads in areas slated for future development or population growth.

H. Prioritization Process

- i. Annual road assessment conducted by the Public Works Department.
- ii. Roads meeting primary criteria (AADT \geq 400) automatically considered for conversion.
- iii. Roads meeting secondary criteria evaluated based on a point system incorporating all evaluation criteria.

- iv. Public consultation for high-priority projects.
- v. Final prioritization determined by Council based on assessment results and available budget.

I. Municipal Funding

- i. Primary funding source for roads meeting all criteria.
- ii. Annual budget allocation for road conversion projects based on long-term infrastructure plan.

J. Cost-Sharing with Benefiting Properties

- i. For roads not meeting all criteria but deemed necessary for conversion.
- ii. Property owners may be required to contribute to the conversion costs through local improvement levies.
- iii. Cost-sharing percentage determined based on the degree to which criteria are met and the specific benefits to adjacent properties.

K. Provincial and Federal Grants

- i. Actively pursue available infrastructure grants to supplement municipal funding.

L. Implementation Timeline

- i. 5-year rolling plan for road conversions, updated annually.
- ii. Immediate implementation for high-priority roads meeting all criteria, subject to budget availability.
- iii. Phased approach for roads requiring cost-sharing, allowing property owners time to prepare financially.

M. Monitoring and Review

- I. Annual review of policy effectiveness and criteria relevance.
- II. Adjustments to criteria and processes as needed based on outcomes and changing municipal needs.
- III. Comprehensive policy review every five years.

N. Communication

- i. Public education on the policy and its criteria through municipal website and community meetings.
- ii. Annual publication of road assessment results and planned conversion projects.
- iii. Direct communication with affected property owners for projects involving cost-sharing.

This policy aligns with industry standards and practices observed in other municipalities across the province and country. It balances the need for improved infrastructure with fiscal responsibility and fairness to all residents.

APPENDIX A

RM of St. Clements Asphalt Road Conversion Scoring Chart

This scoring chart is to be used in conjunction with the RM of St. Clements Asphalt Road Conversion Policy. It provides a quantitative method to evaluate and prioritize gravel roads for potential conversion to asphalt.

Instructions

1. Evaluate each road against all criteria.
2. Assign points based on the descriptions provided.
3. Sum up the total points for each road.
4. Prioritize roads based on their total scores, with higher scores indicating higher priority for conversion.

Scoring Criteria

1. Traffic Volume (0-30 points)

- 30 points: AADT \geq 400 vehicles per day
- 20 points: AADT 300-399 vehicles per day
- 10 points: AADT 200-299 vehicles per day
- 5 points: AADT 100-199 vehicles per day
- 0 points: AADT $<$ 100 vehicles per day

2. Connectivity (0-20 points)

- 20 points: Connects directly through to a major highway AND serves as a primary route between communities
- 15 points: Connects as through road directly to a major highway OR serves as a primary route between communities
- 10 points: Provides direct access to significant public facilities (e.g., schools, hospitals, government buildings)
- 5 points: Secondary route with moderate connectivity importance
- 0 points: Low connectivity importance

3. Economic Impact (0-10 points)

- 10 points: Serves major industrial or commercial areas crucial to local economy
- 7 points: Supports significant tourism or recreational activities
- 3 points: Serves minor industrial or commercial areas

- 0 points: Limited direct economic impact

4. Safety Considerations (0-15 points)

- 15 points: High accident history directly related to gravel surface AND significant dust control issues
- 10 points: Moderate accident history related to gravel surface OR significant dust control issues
- 5 points: Minor safety concerns related to gravel surface
- 0 points: No significant safety issues related to gravel surface

5. Maintenance Costs (0-10 points)

- 10 points: Projected maintenance costs significantly higher than average gravel maintenance.
- 7 points: Projected maintenance costs moderately higher than average gravel maintenance.
- 3 points: Projected asphalt maintenance costs slightly higher than average gravel maintenance.
- 0 points: Projected asphalt maintenance costs equal to lower than average gravel maintenance.

6. Environmental Factors (0-5 points)

- 5 points: Conversion would significantly reduce environmental impacts (e.g., dust, erosion)
- 3 points: Moderate environmental benefits from conversion
- 0 points: Limited or no environmental benefits from conversion

7. Development Plans (0-10 points)

- 10 points: Road is in an area with **approved** plans for significant development or population growth within 5 years
- 5 points: Road is in an area with potential for development or moderate growth within 10 years
- 0 points: No significant development or growth planned in the foreseeable future

Total Possible Score: 100 points

Prioritization Guidelines

- High Priority: 80-100 points
- Medium Priority: 60-79 points
- Low Priority: 40-59 points

- Not Recommended for Conversion: 0-39 points

Cost-Sharing Considerations

For roads scoring below 80 points but deemed necessary for conversion:

- 70-79 points: Property owners may be required to contribute up to 20% of conversion costs
- 60-69 points: Property owners may be required to contribute up to 35% of conversion costs
- 40-59 points: Property owners may be required to contribute up to 50% of conversion costs
- 0-39 points: Property owners may be required to contribute up to 100% of conversion costs

Note: The exact percentage of cost-sharing will be approved by Council based on recommendations of Public Works along with specific circumstances and benefits to adjacent properties.